

**Credit River Township Board Meeting**  
**Wednesday, September 4th, 2019 6:00 pm**  
**Meeting Minutes**

**Members Present:** Chairman Kostik, Supervisor Lawrence, Supervisor Schommer, Supervisor Howe  
**Members Absent:** Vice Chairman Novak  
**Others Present:** Engineer Nelson, Treasurer Hill, Clerk Donovan

**Chairman Kostik called the September 4th, 2019 Board Meeting to Order at 6:07 pm - Pledge of Allegiance**

**1. Approve or Amend Agenda**

Chairman Kostik asked the board to approve or amend the agenda.

Treasurer Hill added "Budget/Levy" as Item 2 under Treasurer Report. Supervisor Schommer added "Tree Trimming" as Item 3 and "BKJ Invoice" as Item 4 under Road Report.

**Motion to approve the Agenda as amended with the noted changes: Supervisor Lawrence**  
**Second: Supervisor Schommer**  
**Motion passed: 4-0**

**2. Consent Agenda**

- 1) July 1, 2019 Board Meeting Minutes
- 2) July 30, 2019 Special Meeting Minutes
- 3) August 5, 2019 Board Meeting Minutes
- 4) TR Report

**Motion to approve the Consent Agenda: Supervisor Lawrence**  
**Second: Supervisor Howe**  
**Motion Passed: 4-0**

**3. Open Forum**

- Jeffrey Rosenthal – Request to have gravel filled in on Lower 167<sup>th</sup> (north side) before winter. Supervisor Schommer mentioned this area is on the list to be done.
- Matt Prettyman- Following up on the 2040 Comp Plan and asked the question as to what happens after the comment period. Also, when would the zoning changes take place? Chairman Kostik advised any comments received would need to be addressed and then sent to the Met Council for comments. The Met Council still would need to approve the 2040 Comp plans and zoning change ordinances would need to be approved by the board. The timeline is unknown and is based on the Met Council turn around and number of comments to be addressed.

- Darrell Lake – The Final Plat for Lake Estates is on the Scott County Agenda for October 8, 2019 and the Credit River Township Board Meeting is on October 7, 2019. Mr. Lake asked if the Lake Estates Developer's Agreement and Final Plat recommendation may be able to be on the Credit River Board's Agenda on October 7. Engineer Nelson will contact Attorney Ruppe to check on the Developer's Agreement status. The board advised Lake Estates can be on the October 7<sup>th</sup> agenda and a recommendation can be sent to Scott County after the meeting.

#### **4. Old Business**

##### **1) Drainage – 9181 195<sup>th</sup> St E**

Supervisor Lawrence asked for an update on the drainage issue at 9181 195<sup>th</sup> St E. as the resident is asking for an update (Ditch is on Cedar). Engineer Nelson stated he and Supervisor Schommer will check with the contractor on the status.

##### **2) Flag Pole**

Supervisor Lawrence advised the resident, Gary Olson, 19781 Dakota Ave. (not in attendance) called asking for the status of any decision on whether the Town Hall would be installing a flag pole. Members of the board were concerned with who would be responsible for maintaining the status of the flag if, for example, it is half-mast. Supervisor Lawrence advised clerks from other townships generally maintain the flag status. Currently, this is not in the budget, approximately \$4,000. Board feels it would be a good thing for the township to do but the concern is the resources for long term maintenance and staff are not available at this time in order to properly manage the flag respectfully as needed.

##### **3) Krenz Lake**

Supervisor Lawrence asking for an update on the lowering of Krenz Lake. Engineer Nelson updated status. They have been working with Three Rivers who is requesting additional information. Elevation Surveys were done. They have also been looking into pump rentals and the DNR Permit process. Engineer Nelson advised Attorney Ruppe sent an Easement Agreement to Three Rivers and it was returned with revisions.

Holly Jorgensen, 9720 170<sup>th</sup> St. asked if there are grant funds available for rain gardens. Supervisor Lawrence recommends contacting Scott Soil and Water.

Jeffrey Rosenthal, 9895 Lower 167<sup>th</sup> St E, asked if the normal lake level was established by the DNR. Engineer Nelson advised the DNR information was received but he did not bring the information to the meeting.

## **5. New Business**

### **1) 19055 Southfork Road Damage**

Supervisor Lawrence reviewed the damaged area in front of 19055 Southfork Road. Contractors were working on the driveway at 19055 Southfork and left staged hot asphalt on the road. Contractors did not have marked vehicles. Engineer Andrew Vistad reviewed Southfork and confirmed there was damage. Engineer Nelson said in the past, damage was estimated and cost was sent to the homeowner, if the contractor cannot be reached. Engineer Nelson will request quotes and Attorney Ruppe will send letter to resident for the road damage repairs.

### **2) Drainage – Prairie Grass Pass**

Supervisor Lawrence was contacted by the Territory HOA asking what the Credit River board's plan is for correcting the drainage.

Mike Brage, 17780 Prairie Grass Pass, is a homeowner affected by the drainage issue on Prairie Grass Pass and said the water is currently 2/3 up the culvert and has been at high levels all summer. Water will go over the ditch and flow on to their driveway and road. Assistance in examining possible ways to correct the drainage issue is appreciated.

Engineer Nelson advised the pond is a drainage and utility easement. There are ways to correct but very expensive. This is the original design that the development engineer used and the pond may be spring fed. Engineer Nelson advised it may be helpful to monitor what the high level of the pond is. Supervisor Schommer and Engineer Nelson will work with a contractor.

## **6. Road Report**

### **1) Seal coat gravel pickup – washboarding on Eagleview & 165<sup>th</sup>**

Engineer Nelson advised a sweeper will be in to pick up excess gravel from the seal coating on Eagleview and 165th. Supervisor Howe will follow up with the residents.

### **2) Ditch Mowing**

Supervisor Howe asked what the schedule is for ditch mowing. Supervisor Schommer has called the contractor and equipment is currently booked for brush cutting and will be scheduling.

### **3) Tree Trimming**

Supervisor Schommer advised tree trimming will be done in Monterey Heights to get culverts open.

**4) BKJ Invoice**

Supervisor Schommer advised the BKJ Excavating Invoice was received for work completed on Murphy Lake Blvd and 175<sup>th</sup>, in the amount of \$ 51,640.65, which includes the additional work done and recommends payment.

**Motion to approve the payment to BKJ Excavating in the amount of \$51,640.65:**

**Supervisor Lawrence**

**Second: Supervisor Howe**

**Motion passed: 4-0**

**7. Engineer's Report**

**1) 210<sup>th</sup> Street and Nevada Avenue Improvement Project**

**a. Pay Estimate**

Engineer Nelson advised the board of the 210<sup>th</sup> St and Nevada Ave project delays due to rain, especially on Nevada. The Roll Test was done and paving is scheduled for later in week or early next week. Payment of \$227,043.13 is recommended to Northland Grading and Excavating for work completed to date.

**Motion to approve the payment of \$227,043.13 to Northland Grading and Excavating for work completed to date on the 210<sup>th</sup> St and Nevada Ave. road improvement project: Supervisor Schommer**

**Second: Supervisor Howe**

**Motion Passed: 4-0**

**b. CR 27 Turn Lane**

Engineer Nelson, Supervisor Schommer and Supervisor Howe met with the contractor to review the turn lane on CR 27. The area still remains wet after a few weeks and discussing options with Scott County. Engineer Nelson requested giving Supervisor Schommer and an additional supervisor administrative authority to make a decision to approve the changes prior to the October board meeting to allow work to continue on the CR 27 Turn Lane.

**Motion to authorize Supervisor Schommer and Supervisor Howe to approve change decisions for work to be completed on the CR 27 Turn Lane Project.**

**Supervisor Lawrence**

**Second: Supervisor Howe**

**Motion Passed: 4-0**

**2) Wagonwheel Improvement Project Final Payment**

Engineer Nelson advised the board a few clean up items were completed on the Wagonwheel Improvement Project and the punch list has now been completed. The final payment of \$10,244.95 to McNamara Contracting is recommended.

**Motion to approve the final payment of \$10,244.95 to McNamara Contracting for work completed on Wagonwheel Improvement Project: Supervisor Schommer**  
**Second: Supervisor Howe**  
**Motion Passed: 4-0**

**8. Treasurer Report**

**1) Transfer funds**

Treasurer Hill requested to transfer \$ 355,000 from Savings to Checking for the payment of claims.

**Motion to approve the transfer of \$355,000 from Savings to Checking: Supervisor Lawrence**  
**Second: Supervisor Schommer**  
**Motion Passed: 4-0**

**2) Budget/Levy**

Treasurer Hill reviewed the Budget and Levy to be voted on by the residents at the Continuation of the Annual Meeting on September 9, 2019 at 7pm.

Treasurer Hill reviewed the budget expense projections noting increases with 2019 Elections and Incorporation expenses, increased fire contract, and increased emergency road repair expectations. Previous levy for 2019 was a 4% increase, proposed 2020 levy is a 6% increase.

**9. Clerk's Report**

**1) Lakeville Election**

Clerk Donovan confirmed the Lakeville Election date of November 5, 2019 for the Lakeville Referendum. The Town hall will be closed for township business and Supervisors will be available to open/close and monitor the town hall.

**10. Town Hall**

**1) Copier Lease**

Supervisor Howe discussed the current copier lease which is up. He reviewed three options for the copier: buy the machine, which Supervisor Howe feels is the worst option, enter into a new lease with a new copier or renew the current copier for an additional 3 years with supplies, which requires new firmware to be installed.

**Motion to enter a three year lease renewal for the current copier with Metro Sales: Supervisor Lawrence.**  
**Second: Supervisor Schommer**  
**Motion Passed: 4-0**

## 11. Review and Pay Bills

Check #	Vendor	Date	Amount	Comments
Paid Chk# 010174E	EFTPS	9/3/2019	\$2,138.48	FICA 6.2 - Employee Amt
Paid Chk# 010175E	MINNESOTA REVENUE MW5	9/3/2019	\$340.44	State WH
Paid Chk# 010176E	VISA COMMUNITY CARD	9/3/2019	\$309.83	iContact - Aug
Paid Chk# 010177E	PERA	9/3/2019	\$813.67	PERA - Employee Amt
Paid Chk# 010325	Novak, Alan J	9/5/2019	\$696.86	August Serv paid in September
Paid Chk# 010326	BELLEPAR HOME LLC	9/5/2019	\$1,435.00	Escrow Refund - 19260 Tower Oa
Paid Chk# 010327	BKJ EXCAVATING	9/5/2019	\$51,640.65	Murphy Lake Blvd and 175th Str
Paid Chk# 010328	BLUE NET INC	9/5/2019	\$751.63	Technology Consulting - 365, m
Paid Chk# 010329	BOHNSACK EXCAVATING INC.	9/5/2019	\$187.50	Finish Grading longview Ave d
Paid Chk# 010330	CENTERPOINT ENERGY	9/5/2019	\$15.00	Acct#5179787-6; Town Hall Gas
Paid Chk# 010331	CHORES AND MORE BY HEIDI INC	9/5/2019	\$90.00	Town Hall Cleaning
Paid Chk# 010332	CINTAS	9/5/2019	\$92.98	Townhall rug
Paid Chk# 010333	CITY OF LAKEVILLE	9/5/2019	\$1,788.00	Pavement marking
Paid Chk# 010334	COLLABORATIVE PLANNING LLC	9/5/2019	\$978.50	Town Planner
Paid Chk# 010335	COLLINS TREE CARE, INC	9/5/2019	\$350.00	Remove storm damaged basswood
Paid Chk# 010336	COUNTRY CREEK BUILDERS	9/5/2019	\$1,500.00	Escrow refund - Permit cancellation
Paid Chk# 010337	COURI & RUPPE, P.L.L.P.	9/5/2019	\$7,810.00	General Township Legal Fees
Paid Chk# 010338	ECM PUBLISHERS INC	9/5/2019	\$80.75	Agenda - 9/4/2019
Paid Chk# 010339	ENVIROTECH SERVICES INC	9/5/2019	\$5,785.65	Calcium Chloride applied - Dust Coating
Paid Chk# 010340	HAKANSON ANDERSON ASSOC INC	9/5/2019	\$32,220.04	Engineering Fees
Paid Chk# 010341	HOMES BY TRADITION, LLC	9/5/2019	\$1,446.00	Escrow Refund New Home 18897 N
Paid Chk# 010342	NUVERA COMMUNICATIONS INC	9/5/2019	\$692.36	Telephone
Paid Chk# 010343	JOSEPH OR SHELBEY JOYCE	9/5/2019	\$1,500.00	Escrow Refund - Permit Cancell
Paid Chk# 010344	MARKS BOBCAT SERVICE, INC.	9/5/2019	\$2,300.00	Grass Cutting
Paid Chk# 010345	MCNAMARA CONTRACTING INC	9/5/2019	\$10,244.95	Pay App #3 - Wagonwheel Improvement
Paid Chk# 010346	MSC	9/5/2019	\$12,964.01	CSTS Mowing
Paid Chk# 010347	MVEC	9/5/2019	\$849.72	Electric
Paid Chk# 010348	NATURAL SYSTEMS UTILITIES MN	9/5/2019	\$13,508.56	CSTS Operator
Paid Chk# 010349	NORTHLAND GRADING & ESCAVATING	9/5/2019	\$227,043.13	Nevada and 210th
Paid Chk# 010350	PRIOR LAKE BLACKTOP, INC.	9/5/2019	\$6,553.00	Patching
Paid Chk# 010351	RITEWAY BUSINESS FORMS	9/5/2019	\$198.60	Envelopes
Paid Chk# 010352	ROVE PEST CONTROL	9/5/2019	\$75.00	Quarterly Pest Control
Paid Chk# 010353	SARAH RITTER	9/5/2019	\$1,435.00	Escrow Refund - Swimming Pool
Paid Chk# 010354	STONE COTTAGE CONSTRUCTION INC	9/5/2019	\$2,770.00	Escrow Refund New Home 19170 B
Paid Chk# 010355	U.S. BANK EQUIPMENT FINANCE	9/5/2019	\$143.25	Acct#1388554; Lease Payment Co
Paid Chk# 010356	XCEL ENERGY	9/5/2019	\$12.37	Acct#51-6509820-6; St. Francis
Paid Chk# 500055E	Monthly Pay ACH	9/5/2019	\$7,527.10	
			\$398,288.03	

**12. Adjourn**

There being no further business before the Town Board, a motion to adjourn was heard.

**Motion to adjourn the September 4, 2019 Credit River Township Meeting: Supervisor Schommer**

**Second: Supervisor Howe**

**Motion Passed: 4-0**

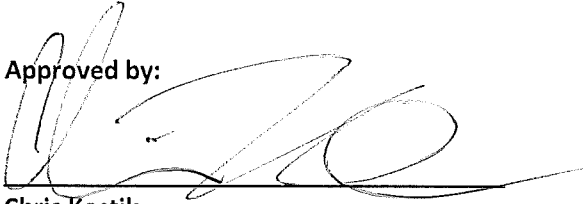
**The September 4, 2019 Credit River Township Board Meeting was adjourned at 8:10 pm.**

**Recorded by:**

A handwritten signature in black ink, appearing to read 'Karen Donovan', written over a horizontal line.

**Karen Donovan  
Clerk - Credit River Township**

**Approved by:**

A handwritten signature in black ink, appearing to read 'Chris Kostik', written over a horizontal line.

**Chris Kostik  
Chairman  
Credit River Township**